



**State of West Virginia
REAL ESTATE COMMISSION**

300 Capitol Street, Suite
400 Charleston, WV 25301
(304) 558-3555
FAX (304) 558-6442

<www.rec.wv.gov>

FORMAL COMPLAINT

Instructions:

Please type or print clearly in black pen or ink only on the front side of each page. Complete all applicable sections of this form fully and accurately. Attach legible copies of contracts and all other documents relating to your complaint. Please do not use a "Highlighter" on any of the documents you submit with your complaint due to the fact these marks do not copy well. You should provide all information which you know or can discover with reasonable investigation. If you wish to file affidavits from persons who have personal knowledge of the facts and circumstances involved in this complaint, the affidavits must be verified before a Notary Public in order to be admissible. For assistance in completing or submitting this Complaint, contact the Real Estate Commission. If more space is needed, attach extra sheets.

Please note:

The Real Estate Commission regulates real estate licensees. The Commission is not empowered to enforce, interpret, modify, rescind or cancel listing agreements, purchase and sale agreements or any other contract, or to order the return of earnest money, award damages, settle real estate commission fee disputes or otherwise settle claims. If a licensee is found guilty of a violation of the Real Estate License Act or Legislative Rule, the Commission has authority to take disciplinary action against that licensee. The Real Estate Commission cannot provide private legal advice or services.

I. PLAINTIFF(S) INFORMATION

Name(s): _____

Address: _____

Telephone: (home) _____ (work) _____ (cell) _____

Occupation(s): _____

II. DEFENDANT (LICENSEE) INFORMATION

1. Name: _____

License type: ☐ Broker ☐ Associate Broker ☐ Salesperson ☐ Unknown

Firm Name: _____

Address: _____

Telephone: _____ Responsible Broker: _____

2. Name: _____

License type: ☐ Broker ☐ Associate Broker ☐ Salesperson ☐ Unknown

Firm Name: _____

Address: _____

Telephone: _____ Responsible Broker: _____

III. GENERAL INFORMATION ABOUT COMPLAINT

1. Type of real estate transaction: (check one)

☐ Residential ☐ Commercial ☐ Industrial ☐ Timeshare ☐ Unimproved Land ☐ Lease Option ☐ other

(Describe) _____

2. Date(s) of transaction(s): _____

3. Other pertinent information: _____

4. (I ☐ have/ ☐ have not) contacted the persons complained about and attempted to resolve this matter.

Person and dates contacted: _____

Results: _____

5. (I ☐ have/ ☐ have not) retained an attorney to assist me in resolving this matter.

Attorney's name: _____ Telephone: _____

Attorney's address: _____

May we contact your attorney about this matter? ☐ Yes ☐ No

6. List the names of all other agencies and associations with whom you already have or intend to file a complaint:

7. This complaint involves the same or related matters which are the subject of a civil lawsuit which (check one)

☐ has been completed ☐ has been filed in a court of law ☐ may be filed in a court ☐ will be filed in a court of law
☐ unknown

Court Name: _____

Court Address: _____

Type of Action: _____

Case Status: _____

8. Have other complaints about this or related matters been filed with the Commission?

(check one) ☐ yes ☐ no ☐ unknown **If yes, give details below:**

9. State specific factual allegations upon which your Complaint is based. In your own words, state all of the facts which relate to your Complaint, including dates and places. Use extra paper if necessary.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

10. (I ___am/ ___am not) willing to appear under oath as a witness to cross examination concerning the allegations made in this complaint. (The Complainant's unwillingness to testify may be the basis for the Commission dismissing the Complaint after its investigation and preliminary consideration.) If you are not willing to testify, state reasons:

11. Attach clear copies of **ALL** pertinent documents and papers which directly or indirectly relate to this Complaint.

IV. VERIFICATION OF COMPLAINT

I understand a copy of this Complaint, including any and all documents, may be given to any person or firm against whom I have complained and any other regulatory agency which may have an interest in the information contained herein.

I (we), the Plaintiff(s), hereby certify that all the information submitted herein is true and correct to the best of my (our) knowledge and belief.

Dated this _____ day of _____, 20____

Plaintiff(s)

Signature(s):
